

Approved For Release 2009/07/10 : CIA-RDP85-00424R000100010004-5

TRANSMITTAL SLIP		DATE <i>9/11/84</i>
TO: <i>Protocol Branch</i>		
ROOM NO.	BUILDING	
REMARKS:		
FROM: <i>D/OOP</i>		
ROOM NO.	BUILDING	
<i>2000</i>	<i>Hq. 5</i>	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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ODP 84-1309

4 SEP 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Data Processing

SUBJECT:

SAFE and CAMS2 Awards Ceremony

1. Thanks for accepting our invitation to participate in our upcoming SAFE and CAMS2 combined awards ceremony. I know that our employees will certainly appreciate it.

2. The ceremony is scheduled for 9:00-10:00 on Wednesday, 12 September 1984, in the Headquarters Auditorium. Your copy of the agenda is attached.

3. As you can see from the agenda, we have reserved the opening remarks portion of the program for you. Five minutes or so will be fine.

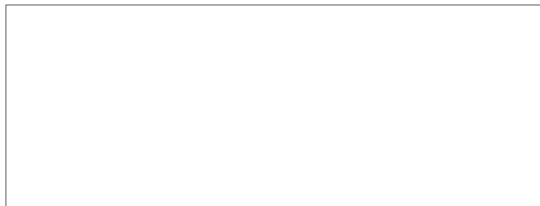
4. Just so we are all coordinated, Dick Kerr and [redacted] have been asked to make a few remarks about the importance of SAFE and CAMS, respectively, to the DI in particular and the Community as a whole. Thus, you can tailor your opening remarks to compliment that or focus it however you want.

5. You are also on the program to personally recognize those who will receive Certificates of Distinction. This involves 15 people for SAFE, and 10 people for CAMS. I will do the honors for those who are to receive Certificates of Merit.

6. We think it is quite important that the ceremony be held prior to the reflection of the cash awards in the pay slips of the 60 recipients in the latter part of September. Thus, we have purposefully scheduled the ceremony in advance of this. The checks containing the cash awards and framed Certificates of Exceptional Accomplishment will be available

for distribution at the ceremony. The framed certificates and citations for both distinction and merit will not be available until October and will be distributed then.

7. Thanks again, we are looking forward to your participation.



Attachment

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D/ODP (31Aug84)(Awards)

Distribution

Orig - Addressee
2 - D/ODP (Subj & Chrono)
2 - Registry
1 - C/SSG/ODP
1 - C/ISG/ODP
1 - Protocol Branch
1 - C/AS/ODP
1 - ODP/PERS,

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SAFE/CAMS2 AWARDS CEREMONY
12 September 1984
0900-1000 Hours
Headquarters Auditorium

<u>EVENT</u>	<u>SPEAKER</u>
Welcome to Ceremony	D/ODP
Opening Remarks	DDA
SAFE Portion of Ceremony	
- Remarks	ADDI
- Remarks	C/ISG/ODP
- Recognition of Individuals	DDA and D/ODP
CAMS Portion of Ceremony	
- Remarks	C/COMIREX
- Remarks	C/SSG/ODP
- Recognition of Individuals	DDA and D/ODP
Completion of Ceremony	D/ODP